$\begin{array}{c} \textit{Appendix D} \\ \textbf{Registration Package} \end{array}$

This Appendix contains the forms and instructions for consultants to become registered to perform work for the Delaware Department of Transportation.

STATE OF DELAWARE

FISCAL YEAR 1996

CONSULTANT REGISTRATION PACKET

WILLIAM C. MANSHIP CONSULTANT CONTROL COORDINATOR

DEPARTMENT OF TRANSPORTATION P.O. BOX 778 DOVER, DELAWARE 19903 PHONE: (302) 739-5282

DELAWARE DEPARTMENT OF TRANSPORTATION

ANNE P. CANBY, SECRETARY

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DELAWARE DOT CONSULTANT REGISTRATION - FY 1996

Please provide the following:

#1 - Information for Consultant Registry Packet - FY 1996

Pages 3 and 4. Insure that Page 4 has authorized consultant signatures.

- #2 Current Standard Form 254 Provide us with detailed descriptions of recent project experience for projects in each area of expertise that you have checked on the "Information for Consultant Register" form.
- #3 Current Standard Form 255 List resume information for key persons with expertise for the areas you are seeking registration in Item No. 7 of the SF 255. We prefer that the resumes be shown on a 2 individuals per page format, however we will accept 1 individual/per page. Ten (10) resumes are the maximum permitted for the registration process. The personnel listed must be full-time employees of the firm. Resumes are not to be submitted for on-call associates, retirees, etc. Information listed in Item No. 10 is limited to a maximum of 2 pages. It is the registered consultant's responsibility to inform Delaware DOT if a key person is no longer available to work on our projects.

NOTE: Substitutions for either the SF 254 or SF 255 are not acceptable without prior approval by the DelDOT Consultant Control Coordinator.

- #4 Current Schedule of Salary Rates Provide a listing for rates (actual or average) of all disciplines that are routinely billed to clients. If all-inclusive rates are used, please indicate the multipliers that are used for determining overhead/indirect cost, profit, and how the additive was developed.
- #5 Current Overhead/Indirect Cost Rate Provide a copy of the firm's most recently audited overhead rate as determined by a Federal/State audit agency. If not available, provide a detailed overhead/indirect cost schedule listed by element of expense for your latest accounting period. Also include the direct labor base for the firm.

It is not permissible to indicate that overhead/indirect cost information is unavailable. There must be some information provided to support an additive that represents those costs applicable for doing business as a consultant.

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DELAWARE DOT CONSULTANT REGISTRATION - FY 1996 (continued)

#6 - Current Rates for Direct Expenses - Provide the unit costs for the various elements of expense that are consistently billed to your clients.

The burden of conformance with all licensing, regulatory, and statutory requirements to perform work for the Delaware Department of Transportation is the responsibility of the firm applying for registration.

NO COMPANY BROCHURES OR PROMOTIONAL MATERIALS ARE TO BE SUBMITTED WITH THE REGISTRATION MATERIAL.

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Indicate appropriately if firm is a: Minority Enterprise:...... MBE____

Minority Women	MWBE	
Non-Minority Women	WWRE	

DELAWARE DEPARTMENT OF TRANSPORTATION INFORMATION FOR CONSULTANT REGISTER - FY 1996

Name of Firm:	Phone No.:
Address:	Fax No.:

CHECK AREA OF

REGISTRATION AREAS OF EXPERTISE

REGISTRATI	ON AREAS OF EXPERTISE		
	PROFESSIONAL SERVICES AS DEFINED BY	CERTIFICATES OR	
	CHAPTER 69, TITLE 29	REGISTRATIONS NEEDED	
1	Highway Design	A	
2	Structure Design	A	
3	Local Road and Street Design	A	
4	Construction Services	A	
5	Traffic Engineering	Α	
6	Soil Engrg. and Geologic Studies	A	
7	Transit Design	A	
8	Aviation Design	A	
9	Land Surveying	C	
10	Architecture	В	
11	Landscape Architecture	D	
	OTHER SPECIALIZED CONSULTANT SERVICES	(NO PROFESSIONAL CERTIF OR REG REQ)	
12	Materials Inspection and Testing		
13	±		
14	Highway Planning		
15	Transit Planning		
16	Aviation Planning		
17	Rail Planning		
18	Management Studies (Technical and Organizational)		
19	Public Involvement (Marketing, Advertising, and Public Relations)		

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For Professional Services as defined by Delaware Code, the firm must have obtained the following certificates or registration as applicable.

l. <u>F</u>	Professional Service's Certifications/Registrations:
	A. Professional Engineering: Firm's Certificate of Authorization No.
В	3. <u>Architecture:</u> Individual's Name and Delaware Registration Number
С	C. <u>Land Surveying:</u> Individual's Name and Delaware Registration Number
D	D. Landscape Architecture: Individual's Name and Delaware Registration Number
NC	OTE: Registrations for B., C. and D. must be full-time employees of the consulting firm.
II.	FIRM'S ADDRESS - If the firm has multiple locations/offices, please use the address that your firm wants project notifications mailed to.
III.	FIRM'S CONTACT PERSON - Please list below the name and phone that you would like to have as your firm's contact person with Delaware DOT:
Ν	Name:
Р	Phone No.:
N	NOTE: Any subsequent changes in contact personnel or addresses shall be presented in writing to Delaware DOT's Consultant Control Coordinator.
IV.	. CONTRACT REIMBURSEMENT - Before reimbursement can be made on any consultant contract, the consultant must provide Delaware DOT with a copy of a valid Delaware Business License. Possession of a valid Delaware Business license is not a prerequisite for Delaware DOT consultant registration.

- V. AUTHORIZED CONSULTANT SIGNATURE(s):
- VI. FIRM'S FEDERAL I.D. NO.:

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CONSULTANTS MAY BE AUTHORIZED TO PERFORM SERVICES IN ONE OR MORE OF THE FOLLOWING CATEGORIES, BUT AUTHORIZATION WILL BE COMMENSURATE WITH A FIRM'S ABILITY TO INCLUDE QUALIFICATIONS, SIZE, EXPERIENCE, ETC.

DEFINITIONS

1. HIGHWAY DESIGN

Highway Design is the design of all types of highway facilities making up the functional systems as defined by AASHTO. The components of design include but are not limited to the design of divided highways (including interchanges and ramp design), intersections, signalization and drainage systems. Preparation of the necessary construction plans to accomplish the above, and the preparation of right-of-way, traffic maintenance and erosion control plans. Registration in this field will automatically carry with it registration in Field #3 (Local Road & Street Design) but Field #3 does not automatically carry registration in Field #1.

2. STRUCTURAL DESIGN

Structural Design is the design of structures which are part of the highway system, such as bridges, culverts, sign and lighting supports, traffic control structures, retaining walls, etc. Design shall be based on the appropriate AASHTO Specifications.

3. LOCAL ROAD AND STREET DESIGN

Local Road and Street Design is the design of local roads and streets (rural and urban) as defined in current AASHTO standards. In Delaware, consultants approved in this area will be limited to work on industrial streets, subdivision streets with minor intersection improvements and minor drainage improvements on State roads as required to meet the Department's entrance regulations. At the Department's discretion, a consultant may be authorized to perform design-related work on minor roadways.

4. CONSTRUCTION SERVICES

Construction Services consists of the ability to inspect highways, structures and transportation-related facilities. The Department's needs are diverse in scope and magnitude from construction of multi-lane highways to overlay of suburban development streets.

5. TRAFFIC ENGINEERING

Traffic Engineering includes but is not limited to the formulation and/or design of accident studies, lane assignments, capacity analysis, signal design and timing, time-space studies, intersection layout, traffic impact studies, etc. The operation aspects of traffic pattern layouts, signal phasing and timings, accident problem solving, and identification and solutions to capacity problems.

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DEFINITIONS. CONTINUED

6. SOIL ENGINEERING AND GEOLOGIC STUDIES

Soils Engineering includes but is not limited to demonstrated knowledge of soil mechanics

(physical properties of soils and testing methods), stability of slopes, computation of earth pressures, bearing capacity of soils, time/settlement analysis, fluid flow through soil/rock layers, and design of earth structures requiring the application of theoretical soil mechanics, including embankment design, retaining and earth reinforcement structures design.

7. TRANSIT DESIGN

Transit Design is the design of transit-related facilities and systems. These systems consist of transit-related structures, guideway systems, bus systems, light and heavy rail systems as well as various intermodal systems. This category includes the design of freight systems.

8. AVIATION DESIGN

Aviation Design is the design of airport facilities, including terminals, ramps, taxiways, runways, drainage, and an access roadway system.

9. LAND SURVEYING

Land Surveying relates to preliminary engineering surveys required for preparing highway and structure designs and not land or property surveys. Registration requires a valid Professional Land Surveyor registered in the State of Delaware.

10. ARCHITECTURE

Architecture is the preparation of plans, designs, specifications and construction inspection of buildings and grounds to include all functional systems required for buildings or grounds (i.e. electrical, lighting, water, heat, air conditioning, sewage, etc.)

11. LANDSCAPE ARCHITECTURE

Landscape architecture shall mean any service or creative work, the adequate performance of which requires landscape architectural education, training and experience. It shall mean the performance of professional services in connection with the development of land areas where, and to the extent that the dominant purpose of such services is: the preservation, enhancement or determination of proper land uses, natural land features, ground cover and plantings, naturalistic and aesthetic values. landscape architecture shall include the design of such tangible objects and features as are necessary to the purpose outlined herein but shall not include the design of buildings, structures and utilities with separate and self-contained purposes such as are ordinarily included in the practice of architecture or engineering.

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DEFINITIONS. CONTINUED

12. MATERIALS INSPECTION AND TESTING

Materials Inspection is the shop and plant inspection of structural steel and Portland cement concrete structural elements. In addition, firms may be requested to inspect timber, paint and epoxy coating, machinery, overhead signing, lighting elements, etc.

13. ENVIRONMENTAL STUDIES

Environmental Studies consists of the preparation of all levels of environmental reports including but not limited to Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, 4(f) Evaluations, Technical Basis Reports, etc. Interested firms will exhibit the ability in one or more fields of environmental analysis including but not limited to natural resource evaluations, wetlands evaluations, air quality analysis, noise analysis, energy evaluations, air quality analysis, socio-economic evaluation. Areas also to be considered for registry will be hazardous waste, assessment of underground storage tanks, water quality, asbestos abatement, historic preservation, etc.

In addition, Environmental Engineering, Consulting and Environmental Monitoring are now considered to be professional services under Title 29, Section 6930 of the Delaware Code. Services requiring a Delaware-registered Professional Engineer will be determined on a project-by-project basis.

14. HIGHWAY PLANNING

Highway Planning includes, but is not limited to, highway and highway system analysis. Performance monitoring, utilization and service projections are aspects of highway planning. In addition, services under this category shall include sophisticated analysis to project future demands, service levels and highway requirements.

15. TRANSIT PLANNING

Transit Planning includes, but is not limited to, long- and short-term strategic and operational planning relating to all modes of public and specialized transportation. Specific fields of work including demographic and land use analyses as it relates to transportation, service analysis, performance monitoring, demand projects, operational and financial analyses, service and management automation and equipment and resource projections.

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DEFINITIONS. CONTINUED

16. AVIATION PLANNING

Aviation Planning includes, but is not limited to, all aspects of planning for airport and aviation-related facilities. Knowledge of, and skill in, the application of FAA regulations as they pertain to all aspects of the aeronautics field are requirements.

The capability to conduct needs assessments including projections of future demand and resource requirements needed to satisfy demand are requirements of aviation planning. Work under this category includes analysis of physical structures, airport plan facilities and navigational aids. Additionally, the assessment and development of aviation policies and programs is performed under this category.

17. RAIL PLANNING

Rail Planning includes, but is not limited to, all aspects of planning for freight and passenger rail facilities and services. Service and operational analysis, demand projects, facility assessment and inventory and resource analysis are all requirements of this category. Additionally, the assessment and development of rail policies and programs is performed under this category.

18. MANAGEMENT STUDIES

Consultants selected to perform management studies are required to perform reviews and analyses of various Departmental functions to determine the degree of compliance to existing policies, procedures and elements of control. The consultant must be able to define the agency's mission, funding, and provide an assessment of the present policies and procedures necessary to accomplish the mission of the Department. Other areas for consideration are the design of the organization, evaluation of short-term and long-term goals, funding and legislative mandates, information management studies and forecasts of public sector funding and financing.

The consultant should possess experience with the public sector evaluation process, possess transportation-related experience and organization evaluation. The consultant should be knowledgeable in matters involving the public sector budgeting process. Experience should be exhibited in the strategic analysis process with the public sector. The consultant should demonstrate the ability to forecast and analyze trends affecting demographic situations in the public sector.

19. <u>PUBLIC INVOLVEMENT (MARKETING, ADVERTISING, AND PUBLIC RELATIONS)</u>

The Department of Transportation solicits the services of advertising, marketing or public relations firms to aid in the preparation of informational materials to be disseminated to the public. These materials may include, but are not limited to general marketing campaigns; audio-visual presentation; print materials such as schedules, brochures, surveys and pamphlets; advertisements for print and broadcast media; and special events planning and coordination.

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Following are the offices which provide all necessary information concerning fulfilling requirements for <u>professional registrations</u>:

A. Professional Engineering

Delaware Association of Professional Engineers 2005 Concord Pike Wilmington, DE 19803

Phone: (302) 577-6500

FAX#: (302) 577-6502

B. Architecture

Delaware State Board of Examiners & Registration of Architects P.O. Box 1401, Margaret O'Neil Building Dover, DE 19901

Phone: (302) 739-4522

C. Land Surveying

Delaware State Board of Registration for Professional Land Surveyors P.O. Box 1401, Margaret O'Neil Building Dover, DE 19903

Phone: (302) 739-4522

D. Landscape Architecture

Delaware State Board of Landscape Architecture P.O. Box 1401, Margaret O'Neil Building Dover, DE 19903

Phone: (302) 739-4522

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PROPOSAL FORMAT AND OTHER COSTING INFORMATION COST-PLUS-FIXED-FEE PROPOSAL FORMAT

DIRECT LABOR:		
(Job Classification) — HRS. @ \$	-HR	\$
(Job Classification)		

нкъ. @ \$нк \$
TOTAL DIRECT LABOR\$
FRINGE BENEFITS & OVERHEAD COMBINED (NOT TO EXCEED 123% OF DIRECT LABOR)\$
PROFIT(NEGOTIATED BY CONTRACTING OFFICER & APPLIED TO DIRECT LABOR & COMBINED FRINGE BENEFITS & OVERHEAD ONLY)
TOTAL DIRECT LABOR, INDIRECT COST & PROFIT\$
DIRECT EXPENSES:
1. Mileage\$
2. Per diem (days @ \$)\$
3. Printing \$
(Itemize other direct expenses normally billed to clients)
TOTAL DIRECT EXPENSES\$
TOTAL PROPOSED PRICE
NOTE: NO MARK-UP OR ADMINISTRATIVE COST IS ALLOWED ON DIRECT EXPENSES OR SUBCONSULTANT/SUBCONTRACTOR COSTS. PAGE NO. 10
PROPOSAL FORMAT AND OTHER COSTING INFORMATION(CONTINUED)
CURRENT DEPARTMENTAL PRICE LIMITATIONS ARE:
1. INDIRECT COST FOR DESIGN, PLANNING, ETC123.00%
2. INDIRECT COST FOR ENVIRONMENTAL PROJECTS INVOLVING HANDLING OF HAZARDOUS MATERIALS

Registration Package D-13

- 3. INDIRECT COST FOR CONSTRUCTION INSPECTION......105.00%
- 4. COMPUTER & CADD COSTS <u>ARE NOT</u> ALLOWABLE AS A DIRECT CHARGE TO A PROJECT.
- 5. PROFESSIONAL LIABILITY INSURANCE <u>IS NOT</u> ALLOWABLE AS A DIRECT CHARGE TO A PROJECT.

IF YOU PROPOSE TO USE AN ALL <u>INCLUSIVE HOURLY</u> RATE FOR BILLING, IT IS STILL NECESSARY FOR YOU TO INDICATE A BREAKDOWN OF HOW THE RATE WAS DETERMINED TO INSURE THAT THE COMPONENTS DO NOT EXCEED THE PRESCRIBED DEPARTMENTAL LIMITATIONS.

THE USE OF A MULTIPLIER IS PERMISSIBLE WHEN DEVELOPING A PRICED PROPOSAL; HOWEVER AS IN THE CASE OF ALL-INCLUSIVE BILLING RATES THE COMPONENTS OF THE MULTIPLIER CANNOT EXCEED THE DEPARTMENTAL LIMITATIONS FOR SALARY RATES. AND INDIRECT COST.

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